

## Automatic Bill Payment Enrollment Form



**LEXserv**  
city services

It's easy to enroll in Automatic Bill Payment with LEXserv City Services!

Sign-up today and enjoy peace of mind knowing that the amount due each month for the services you receive—including sanitary sewer, water quality, and landfill—will be automatically debited from your bank account. Payment will be debited on the date your bill is due, avoiding interest and late fees incurred with delinquency. You will continue to receive a copy of your monthly bill so that you know in advance the payment due date and the amount to be deducted from your bank account.

This form authorizes LFUCG to debit automatically your checking or savings account on the date your bill is due for payment of your LEXserv City Services bill. **Once you submit this activation request, please allow three weeks for processing and validation.** When your bill reads ELECTRONIC TRANSFER—DO NOT PAY in the amount due box, you will know that AutoPay has been successfully established. Until then, you will need to select another payment method.

You are always in full control of your automatic payments. You may **cancel** your enrollment online at any time on the LEXserv website. **Note:** *If your banking information has **changed**, you must cancel the old enrollment, then re-enroll: [LEXserv AutoPay Online Cancellation](#).*

To enroll in LEXserv Automatic Bill Payment:

- Visit [LEXserv AutoPay Online Enrollment](#), and click AutoPay Signup, **OR**
- Complete and mail this form AND a voided check to:

LEXserv City Services  
P. O. Box 13057  
Lexington, KY 40512-3057

Name (as shown on LEXserv City Services bill): \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP code: \_\_\_\_\_

LEXserv City Services Account Number(s): \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

- ☐ By checking this box, I acknowledge that I have read and accept the Terms and Conditions on the reverse side of this form.

Name, as shown on checks: \_\_\_\_\_

Name of bank or financial institution: \_\_\_\_\_

Address of bank or financial institution: \_\_\_\_\_

Bank Routing Number: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

Circle which type of account:    Checking Account    Savings Account    //    Circle One:    New    Change

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(If you have questions about this form, specially trained LEXserv Customer Service Representatives are available to assist you from 8:00 am – 5:00 pm Monday through Friday at **888-987-8111**, toll free.)



IN ORDER TO PARTICIPATE IN LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT ("LFUCG") AUTOMATIC DEBIT PAYMENT SERVICE ("**AUTOPAY**"), YOU ARE REQUIRED TO ACCEPT THE FOLLOWING TERMS & CONDITIONS ("TERMS & CONDITIONS"):

The LFUCG **AUTOPAY** service is run in accordance with all applicable laws and the Operating Rules and Guidelines (the "Operating Rules") of the National Automated Clearing House Association. By accepting these Terms & Conditions, you agree that: (a) you have read, understand, and agree to these Terms & Conditions, and that this agreement constitutes a "writing signed by you" under applicable laws and the Operating Agreement, (b) you consent to the electronic delivery of the disclosures contained in these Terms & Conditions, and (c) you have verified the accuracy of any routing numbers, account numbers or other banking information supplied by you to the LFUCG in order to participate in the **AUTOPAY** service. In the event of any inconsistencies between these Terms & Conditions and applicable law or the Operating Rules, applicable law and the Operating Rules shall govern.

You understand and agree that variances in water consumption whether through normal use or due to leaks, faulty plumbing or other reasons, may result in unexpectedly high sewer bills, and you accept responsibility to interrupt the automatic debit payment process, if so desired, while resolving any billing issues or disputes. LFUCG accepts no responsibility for overdraft or other charges that may be incurred if for any reason funds are not available for an authorized draft. Billing questions, issues, and disputes should be directed to 888-987-8111 or you may write to LEXserv, 4747 Spring Grove Avenue, Cincinnati, Ohio 45232-1986.

You must continue to manually pay your bill until enrollment is complete and confirmed by LFUCG via email notification to you.

By accepting these Terms & Conditions, you authorize LFUCG to automatically debit your banks checking or savings account, based on the information you provide, each billing period for the full amount of your bill. You authorize the financial institution that holds your bank account to deduct such payments. The approved funds will be transferred within 1 to 2 business days of your payment due date. Once a payment request has been submitted by LFUCG to your financial institution, the status of the payment remains "pending" until payment confirmation has been received and deemed successful. You understand that if your electronic payment is rejected for any reason, LFUCG may charge a return item fee (where applicable), charge late fees (where applicable), and to cancel the **AUTOPAY** service after the second rejection in a 12-month period. If your bill is due today and/or if you have a past due balance, your bank account will be drafted for the amount due within the next two business days.

You agree to keep your email address and all account and other banking information correct and current within LFUCG's online system. You understand that you must be an active LFUCG customer with a LFUCG utility bill to be eligible for the **AUTOPAY** service. LFUCG is not responsible for the unsuccessful delivery of emails or declined payments due to incorrect information.

Participation in **AUTOPAY** service is subject to LFUCG's sole discretion and approval. You understand that LFUCG reserves the right, upon written notification, to terminate your participation in this payment option. LFUCG may terminate this option at any time, as authorized by applicable law and the Operating Rules. You agree that LFUCG is not liable for incorrect bill statements or faulty debits to your account. Should an error in the bill statement occur, you must provide verbal or written notice to LFUCG detailing the nature of the error.

You understand that you can cancel the **AUTOPAY** service with LFUCG at any time online by accessing AUTOMATIC BILL PAYMENT CANCELTION at <http://www.lexingtonky.gov/index.aspx?page=3056> or by sending email to [autopay.lexserv@lexingtonky.gov](mailto:autopay.lexserv@lexingtonky.gov) or by written correspondence sent to LEXserv City Services, P. O. Box 13057, Lexington, KY 40512-3057.

LFUCG reserves the right to update or modify these Terms & Conditions at any time.